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1. Current Duties:

~~DP-78-04718700-27000000~~ Division,

1. Current Duties: [REDACTED] Division,
OPC, GS-14.

Responsible for providing supervision of Personnel, Services and Registry activities of OPC Headquarters; provides Headquarters Registry services including the control, filing, routing and handling of communications and the issuance of code names; directs the OPC records management program; analyzes contracts with OPC agents with regard to compensation, accounting, transportation allowances, termination or supervision, and other administrative aspects; reviews such contracts and recommends approval to Chief, [REDACTED] serves as Executive Agent for the Personnel Review Board, recommending approval or disapproval of applications for employment; processes personnel actions and consultants' contracts; maintains for OPC appropriate liaison with SED on recruitment, classification and other personnel matters; develops and recommends broad personnel policies for OPC to Chief [REDACTED]; assists in development of OPC mobilization plans; exercises control on behalf of ADPC over OPC travel authorizations; provides office services and supplies for OPC Headquarters including space allocations, building maintenance, supplies, reproduction and communications; as required, provides for, maintains and controls covert installations contiguous to OPC Headquarters [REDACTED] 25X1A2g

Appointed Acting Deputy Chief, [REDACTED] and as such approves for ADPC travel requests and agent contracts, deferment requests and certain vouchers [REDACTED]; acts as Chief in absence of Chief. 25X1A2g

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